



# Template for application for academic employment

## Application as professor, senior lecturer or associate senior lecturer at the Swedish Defence University

The application is to be registered through the recruitment system of the Swedish Defence University.

The applicant is responsible for ensuring that the application is complete in accordance with the announcement and that it is submitted no later than the closing date for applications.

The application should be written in English.

It is important that applicants follow these instructions so that the recruitment committee and the board of experts will be able to make a fair judgement.

Note that applications are official documents and publicly available under the freedom of information act.

### **1. LETTER OF APPLICATION INCLUDING LIST OF ATTACHMENTS**

Specify which position the application concerns, including reference number, and motivate your application.

### **2. CURRICULUM VITAE**

Comprising the following:

- PhD degree (university and date)
- Post-doctoral fellowship (placement and year)
- Docentship<sup>1</sup> (university and year)
- Present employment (include percentage of time allocated to research)
- Previous positions held
- Supervision of PhD students (name of the PhD student and year for PhD degree, level of responsibility: principal supervisor or co-supervisor)
- Appointments/board participation (e.g. board of experts, appointments as opponent to a doctoral/licentiate thesis defense, thesis evaluation committee, evaluation board, scientific council)
- Distinctions and awards

### **3. DEGREE DIPLOMAS**

Transcript of the PhD degree or equivalent diploma.

### **4. LIST OF CITED PUBLICATIONS**

List a maximum of 10 selected publications that are attached under point 10.

The selection is briefly justified and the author's own role is indicated for publications that have several authors.

### **5. INTENTION/PROGRAMME DESCRIPTION**

Plans and future visions concerning both scholarly and pedagogical activities within the scope of the position sought.



## 6. SCIENTIFIC MERITS

Description of the applicant's own scientific activities. The applicant's own role shall be specified and the research findings shall be described, including in an international perspective. The own role shall be verified by a certificate if anything has been co-authored. An assessment of independence and productivity shall be included in the description.

- **External research funding**

Larger grants acquired as main or co-applicant. Specify main applicant and other co-applicants. Specify grant provider, amount, date.

- **Awards, prizes, memberships in academies, etc.**

- **Other academic qualifications**

- Assignments as dissertation external reviewer or leader of member of examining/grading committee
- Assignment as subject specialist
- Work abroad, any post-doc periods
- Off-campus scholarly activities
- National and international collaborative projects
- Participation in national and international conferences related to the research domain
- Editorial/advisory board in international journals and referee assignments for journals. Specify journal names and the number of assignments per year
- Other

## 7. PEDAGOGICAL MERITS

- **Own reflections on teaching and learning**

The report of pedagogical qualifications should clarify not only *what* the applicant has done, but also *how* it was done, *why* it was done and what *results* it had. The applicant should describe their basic pedagogical outlook and how it is expressed in their own activities.

- **Teaching experience**

In undergraduate, graduate, postgraduate, continuing education and continuing professional development. Specify scope, breadth, level and responsibility for the specified courses. Not only volume and type of teaching should be specified, but also responsibility and active development work with the specified courses.

The number of hours taught (chair hours and clock hours<sup>1</sup>), divided by subject, level (basic, advanced, research level), role (examiner, supervisor, seminar leader, lecturer, course supervisor) and the number of courses the applicant has been

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<sup>1</sup> Chair hours refer to teaching time where teachers meet students, for example in connection with a lecture, seminar, examination or supervision. Clock hours refer to the total teaching time, incl. preparations and follow-up work for the above-mentioned activities. A guideline is that there are 400 clock hours in 100 chair hours.



course supervisor or examiner for shall be reported. If the applicant was primarily responsible for the development of a new course or programme, this should be stated. This or these documents must be authenticated by a person with responsibilities, for example the director of studies or the course manager.

- **Supervisor experience**
  - In undergraduate/graduate education: Specify the number of supervised degree projects
  - In post-graduate education: Specify the doctoral student's name, admission year and graduation year and, if applicable, other supervisors
  - Current supervision of doctoral students: Specify whether serving as principal or second supervisor and year of admission
  
- **Pedagogical education**

Courses in teaching and learning in higher education, teacher training, pedagogical conferences, seminars and projects. Specify date and scope. Attach copy of certificates/diplomas for academic teacher training.

- **Course development and educational administration**
  - Development of courses
  - Assignments as e.g. director of studies and study counsellor
  
- **Pedagogical work and study materials/resources**
  - Books, articles, etc.
  - Compendium/course materials. Specify form, level, scope, importance for the teaching

The list must clearly specify which publications the applicant wish the subject matter experts to assess.

- **Awards, prizes**
  
- **Other pedagogical qualifications**
  
- **Evaluation of pedagogical achievements**

Written statement from head of department or director of studies with a qualitative assessment of teaching expertise should be provided. If applicable, *summary/summaries* of course evaluations – note: *not single, individual evaluations*.

## 8. ADMINISTRATIVE QUALIFICATIONS AND MANAGEMENT ASSIGNMENTS

- **Specify assignment and experience of e.g.:**
  - Management and decision-making positions
  - HR and finance administration
  - Research administration
  - Educational administration



- Equality work
- Other professional or pro-bono assignments
- **Participation in the planning and implementation of conferences, e.g. as organiser or theme coordinator**
- **Leadership training**
- **Research policy assignment**
  - Member of government research councils or committees, other funding body boards or committees
  - Other assessments of Swedish and foreign research applications and similar relevant assignments
  - Other evaluations of projects, educational programmes/courses or similar

## 9. QUALIFICATIONS FROM THIRD-STREAM CONTACTS AND FROM INFORMATION ON RESEARCH AND DEVELOPMENT WORK

- **Third-stream activities based on the applicant's own scholarly and educational activities, e.g. with:**
  - Trade and industry
  - Public authorities, culture and organizations
  - Contact and network building, nationally and internationally
- **Information on research and development work**
  - Seminars outside higher education
  - Lectures at conferences, etc.
  - Reviews/write-ups
  - Media appearances

## 10. SCIENTIFIC PUBLICATIONS/MONOGRAPHS

Publications/monographs cited by the applicant and which must be shared with the experts for assessment are attached here (a maximum of 10 publications, see point 4).

The publications are reported under separate headings.

- Monographs
- Peer-review reviewed articles
- Other scientific articles
- Anthologies
- Other scientific work Enter page numbers and any overlaps.

Referenced monographs/books (which are not digital) must be clearly stated in the attached publication list. Send these to the address below and mark with reference number

**Försvarshögskolan / The Swedish Defence University**

**Att: Registrator**

**Drottning Kristinas väg 37**

**Box 278 05 | 115 93 Stockholm, Sweden**

If possible, please upload all documents digitally to make it easier for the experts.